

Employee Training Record

A Competency Assessment should take place 'on-the-job' soon after training. Circle S (Satisfactory) or RT (Re-training required). Competency checklists are available for each level of food safety skills and should be completed as appropriate.

Employee name: _____		Position: _____		Date of employment: _____			
Training information					Competency assessment		
Scheduled training plan/date	Training completed	Date	Trainee (signature)	Trained by (signature)	Manager/supervisor (signature)	Date	Outcome of assessment*
							S / RT
							S / RT
							S / RT
							S / RT
							S / RT
							S / RT
							S / RT
							S / RT
							S / RT

*S = Satisfactory / RT = Re-training required